



# MUHAMMED ANAS P

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PALEKKODEN (H) AKKIYAMPADAM , POTTASSERY -1  
KANJIRAPUZHA P.O PALAKKAD

## PERSONAL DETAILS

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- Date of Birth : 09/04/1998
- Marital Status : SINGLE
- Nationality : INDIAN

## EXPERIENCE

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7 - AUG -  
2020 - 08 -  
FEB -2022

- **HUMAN RESOURCE EXECUTIVE**  
CAREER'S WORLD TRAVEL and TRADE LINKS  
Duties and Responsibilities

- Design and update job descriptions.
- Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance).
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person).
- Prepare and distribute assignments and numerical, language and logical reasoning tests.
- Advertise job openings on company's careers page, social media, job boards and internally.
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits.
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire.
- Participate in job fairs and host in-house recruitment events.
- Collaborate with managers to identify future hiring needs.
- Act as a consultant to new hires and help them onboard.

15-FEB  
-2022 -

- **BDM**  
PRASHANTH PARACHIKKAL ENTERPRISE PVT LTD
  - Develop a growth strategy focused both on financial gain and customer satisfaction
  - Conduct research to identify new markets and customer needs
  - Arrange business meetings with prospective clients
  - Promote the company's products/services addressing or predicting clients' objectives
  - Prepare sales contracts ensuring adherence to law-established rules and guidelines.
  - Provide trustworthy feedback and after-sales support
  - Build long-term relationships with new and existing customers
  - Develop entry level staff into valuable salespeople

## EDUCATION

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- 2019
- **BCA (Bachelor's of computer application)**  
Barathiar university  
6.2
- 2016
- **Diploma in electronic security engineering**  
Sted council of india  
7.6
- 2015
- **PLUS TWO**  
Kerala state board  
6.0

## PROJECTS

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- **ACADAMIC MAIN PROJECT**  
TITLE :: HOSPITAL MANAGEMENT SYSTEM  
FRONT END: JAVA, BOOTSTRAP  
BACK END: MYSQL  
This project "Hospital Management System" for hospitals which enhance the functions of the system. It includes registration of hospitals and patients, storing their details into the system.

## SKILLS

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- Good communication skill • Team building • Social media marketing skills

80%

SYSTEM SIDE :: Troubleshooting of hardware and network problems

- System assembly and instalment
- installing and configuring of all windows operating system
- MS office word excel, Adobe Photoshop cc, Canva. lightroom , Language (C,C++,PHP) Web technologies(HTML) Operating System(Windows ,linux) Microsoft office,

80%

## ACTIVITIES

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- watching new skills videos and sports over of the weekends
- Surfing through internet
- Gaming

## LANGUAGES

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- Speak - Malayalam • English • Tamil
- Read - Malayalam, English, Hindi, Arabic
- Write - Malayalam , English, Hindi, Arabic

## OBJECTIVE

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.